



# FY-20 OFFICER PROMOTION SELECTION BOARD BRIEF

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Approved:



# **CONVENE BOARD**

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- **Convene**
- **Swear in Recorder and Assistant Recorder(s)**
- **Swear in Members**



# **MEMBER BRIEF**

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- **Administrative Remarks**
- **Equal Opportunity Guidance**
- **FITREPs & OMPF Information**
- **Confidentiality & Security Issues**
- **SECNAV Precept / Convening Order**
- **Voting & Tank Procedures**
- **EMPRS / Record Review**
- **Briefing a Record**



# ADMINISTRATIVE REMARKS

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- **Detailing/Placement/Community Manager Areas**
  - Off limits until the board adjourns
  - Time may be allotted at the end of the board
- **Electronic Survey Form**



# SELECTION BOARD SUPPORT

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- **PERS-35 Provides Administrative Support Services**
  - Hours: Monday - Friday 0700 to 1900
  - Saturday and Holidays 0800 to 1600 (as required)
  - Support Staff available Monday - Friday 0730 to 1600, Watch Section available all other times
  - EMPRS back-up is required nightly (2000)



# **RANDOM INTERVIEWS**

- **Conducted at the discretion of SECNAV**
  - Ensure boards convened are conducted per applicable law, regulations and instructions
  - DoD Instruction 1320.14 pertains



# **FOS COUNSELING**

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- **Failure of selection (FOS) counseling**
  - Prohibited per SECNAVINST 1420.1 series
  - Prohibited per MILPERSMAN 1420-050
  - Direct eligible officers to request FOS counseling from Navy Personnel Command

***Counselor may not be an officer who served as a member, recorder, assistant recorder, or technical assistant for a promotion board which failed to select the requesting officer for promotion.***



# **NAVY EQUAL OPPORTUNITY AND DIVERSITY PRECEPT GUIDANCE**

**Secretary of the Navy**





# FITNESS REPORT BRIEF

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- **Objectives:** Familiarize Board Members with the performance evaluation system and aid Board Members during deliberations by giving a fair and impartial portrayal of an eligible officer's performance
- **Governing Instruction:** BUPERSINST 1610.10 series with changes



# **FITREP STAMPS**

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- **FITREPs submitted by an eligible via Letter To Board (LTB) are marked by PERS-3 to indicate:**
  - Report received by PERS-32 but currently in a rejected status due to [rejection code]
  - Report not received by PERS-32
  - Report already included in OMPF
  - Report recently received and accepted by PERS-32
- **FITREPs submitted via LTB should be considered on their merits; a FITREP in a rejected status due to a technical error can be considered at the board's discretion as an indicator of the eligible officer's performance**



# PERFORMANCE SUMMARY RECORD (PSR)



PERFORMANCE SUMMARY REPORT																				
NAME (LAST, FIRST MIDDLE) DIGGLE, R P JR					DESIG/RATE 1110					SSN 000-00-000					PAGE 3 OF 3					
PG	STATION	DUTY	DATES	M O S	REPORTING SENIOR			TRAITS					AVERAGE IND R/S SUM CUM		PROMOTION REC					RPT TYPE
					NAME	PG	TITLE	1	2	3	4	5	SP	PR	P	M	P	E	P	
O2	FLTCOMBAT DIR SYS	INSTR	010930 020115	04	THIEL R M	O4	CO	0	0	7	0	0	3.00 3.20	14 3.22						RG
O2	DDG71 ROSS	ENG OFF	020116 020428	03	VIGNERY J R	O5	CO	0	0	5	1	0	3.17 3.25		NUMBER OF REPORT TO BUILD AVERAGE					
O3	DDG71 ROSS	ENG OFF	020429 020831	04	HENNING T C	O5	CO	0	0	0	2	4	4.67 4.80							
O3	DDG71 ROSS	ENG OFF	020901 030131	05	GARNER C J	O5	CO	0	0	3	3	0	3.50 3.50	9 3.50	0	0	4	3	2	
O3	DDG71 ROSS	ENG OFF	030201 040131	12	KLINGER J J	O5	CO	0	0	3	4	0	3.57 3.50	19 3.50	0	0	5	X 3	2	RG
O3	DDG71 ROSS		040201 040831	08	PAYNTER R P	O5	CO	0	0	5	2	0	3.29 3.29	1 3.29	0	0	0	0	X 1	RG

INDIVIDUAL TRAIT  
AVERAGE

SUMMARY GROUP  
TRAIT AVERAGE

REPORTING SENIOR  
CUMULATIVE AVERAGE

NUMBER OF REPORTS  
TO BUILD AVERAGE



# PERFORMANCE SUMMARY RECORD (PSR-FLAG)



## FLAG OFFICER PERFORMANCE ASSESSMENT REPORT

NAME: DIGGLE, R P JR

DESIG: 1110

SSN: 999-99-9999

Assignment					Trait Grades					Avs for Traits	
Rank	Station	Duty	Dates	Reporting Senior	Very Low	Low	Avg	High	Very High	INO	SIJM
RDML	MARFORRESHQ CO MED BAT	Deputy to the Medical Officer of the Marine Corps	20081001 20090531	VADM ALLEN, ETHAN BUMED SURG GEN/ OPNAV N093	0	0	0	3	11	4.79	4.48
RDML	HDQTRS MARINECORPS BUMED	Deputy to the Medical Officer of the Marine Corps	20090601 20091118	VADM ALLEN, ETHAN BUMED SURG GEN/ OPNAV N093	0	0	0	3	11	4.79	4.54
RDML	HDQTRS MARINECORPS BUMED	DEP TMO USMC	20091119 20100531	VADM HENNING, CHRISTOPHER BUMED SURG GEN/ OPNAVN093	0	0	0	5	9	4.64	4.82

INDIVIDUAL TRAIT  
AVERAGE

REPORTING SENIOR  
CUMULATIVE AVERAGE



# PHYSICAL READINESS (OLD)



**PERFORMANCE SUMMARY**

NAME (LAST, FIRST M  
 SMITH, JAMES N.

PG	STATION
02	FLTCOMBAT DIR SYS
02	DD967 ELLIOT
03	DD967 ELLIOT
03	DD967 ELLIOT
03	TF 31.2
03	DD967 ELLIOT
03	TF 31.3

PRT		Body Composition	
P	Passed	WS	Within Standards
F	Failed	NS	Not within Standards
M	Medically Waived	MW	Medically Waived
N	Not Tested	XX	Not Measured

PAGE 3 OF 3

PHY READ	RPT TYPE
P/WS	RG
P/NS	RG
F/WS	RG
M/WS	SU
N/XX	CC
P/WS	RG
P/WS	CR

STAFF OFFICER	050201 060131	12	CUPPER S T	05	CO	5	4	4.00	100	0	0	0	0	X
ENG OFF	050201 060131	12	CUPPER S T	05	CO	5	4	4.00	4.10	0	0	0	0	1
STAFF OFFICER	060201 070831	08	JOHNSON R G	05	COMMAN DER	5	2	3.50	3.50	0	0	5	5	2
								3.29	1	0	0	0	0	X
								3.29	3.29	0	0	0	0	1



# PHYSICAL READINESS (NEW)



PERFORMANCE		PAGE 3 OF 3																
NAME (LAST, FIRST, MIDDLE)																		
PG	STATION																	
02	FLTCOMBA DIR SYS																	
02	DD967 ELLIOT																	
03	DD967 ELLIOT																	
03	DD967 ELLIOT																	
03	TF 31.2																	
03	DD967 ELLIOT																	
03	TF 31.3	STAFF OFFICER	080131	08	JOHNSON R G	05	DER	5	2	3.50	3.50	0	0	5	3	2	PWS	RG
03	TF 31.3	STAFF OFFICER	080201 090831	08	JOHNSON R G	05	DER	5	2	3.29	1	0	0	0	0	1	PWS	CR
03	TF 31.3	STAFF OFFICER	090201 100131	12	JOHNSON R G	05	COMMAN DER	5	2	3.29	3.29	0	0	0	0	1	PF	CR



# REPORTING SENIOR CUMULATIVE AVERAGES



- **Includes ACCEPTED reports only**
  - Rejected reports are not included in cumulative averages
- **Updated 90 days after end date of report**
  - All Reporting Seniors updated on the first of every month



# **FORCED DISTRIBUTION**

- **NAVADMIN 219/11**
  - 31 Jan 12
- **Applicability**
  - All Active/FTS/Inactive O-3/LT's
- **Summary Group Limits**
  - Up to 20% "EP"
  - Combined "EP" & "MP" limited to 60%





# **ADVERSE REPORTS**

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- **Declining performance definition per BUPERSINST 1610.10D:**
  - A decline in performance is defined as receiving lower grades on two or more performance traits in the same paygrade by the same reporting senior on subsequent reports.
    - A change in promotion recommendation caused by forced distribution is not considered a decline in performance or an adverse report. If the decline was due to forced distribution limits, explain as such. If the decline in performance is based on performance, comments should justify the decline. Removal from leadership positions should be noted and explained.



# CORRECTIONS AND STATEMENTS

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- **Administrative Changes**
  - By CO/Member, correcting administrative blocks (1-19, 21-27 and 44)
- **Supplementary Material**
  - By CO, to clarify, amend, or correct evaluative blocks
- **Non-admin corrections (Article 138/BCNR only)**
  - May file a no-fault continuity memorandum
  - May make other physical changes to report
  - May remove original report leaving a revised report
- **Statements**
  - Submitted within two years
  - Confined to pertinent facts, temperate in tone
  - No countercharges, does not impugn motives of others
  - Limited to two pages (8.5 x 11), no enclosures
  - Must be endorsed by Reporting Senior



# **MEDICAL INFORMATION**

- **Medical records will not be available**
- **For records that include medical documentation prompting the Board to desire further clarification, the Board shall:**
  - Reduce the question(s) to a written request; and
  - Forward request to the Secretary of the Navy
- **SECNAV will provide such clarification as may be appropriate**
- **Knowledge of eligible medical condition should not be commented on unless the information is in the officer's official record**



# **OMPF AWARDS/DEGREES**

- **Members are encouraged to take the awards and education documents listed on the OSR at face value**
  - **Not required to cross check for source documents for common awards**
- **When awards/degrees are shown in a summary list it is not expected that the eligible provide the source documents**



# **OFFICER PHOTOGRAPHS**

- **NAVADMIN 265/18**
  - Reinstated the requirement for officer photographs in the official military personnel file (OMPF)
- **MILPERSMAN 1070-180**
  - Provides detailed guidance for photo content and submission



# RESERVE OFFICER STATUS

ACTIVE			INACTIVE	RETIRED	
READY RESERVE (ON THE RASL)			STANDBY RESERVE ACTIVE (ON THE RASL)	STANDBY RESERVE INACTIVE (ON THE ISL)	RETIRED RESERVE (ON THE RESERVE RETIRED LIST)
SELECTED RESERVE (SELRES)  ASSIGNED TO MOB BILLET, FIRST TO MOBILIZE	INDIVIDUAL READY RESERVE (IRR)				
	VOLUNTARY TRAINING UNIT  (VTU)  CNRF  DRILL NON-PAY	ACTIVE STATUS POOL  (ASP)  NRPC			
		SAT YEAR VIA NON-PAY DRILLS & CORRESPONDENCE COURSES			
FULL-TIME SUPPORT (FTS)  TAR, CANREC, OYR					USNR-S2  CAN'T EARN RETIREMENT POINTS OR PROMOTE
					USNR-S3  QUALIFIED FOR NON-REGULAR RETIREMENT (SELRES)  OR  REGULAR RETIREMENT (TAR)

MEMBERS IN A RESERVE ACTIVE STATUS ARE ON THE RESERVE ACTIVE-STATUS LIST (RASL) AND ARE ELIGIBLE FOR PROMOTION.

MEMBERS IN AN INACTIVE STATUS ARE ON THE INACTIVE-STATUS LIST (ISL) AND ARE NOT ELIGIBLE FOR PROMOTION.



# **RESERVE OFFICER BOARDS**

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- Selection Standard is the same for Reserve Component and Active Component
- Convening order requires members to review adverse information in a record



# BOARD CONFIDENTIALITY

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- **Confidentiality Required by Statute**
- **Board Proceedings**
  - Deliberations may not be disclosed except as authorized by SECNAV
- **Board Recommendations**
  - May not be disclosed except as authorized by SECNAV





# **BOARD CONFIDENTIALITY**

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- **Convening Order defines board membership**
- **Separate selection boards designated for each competitive category**
- **No lists or board information may leave selection board area**
- **Place material in red shred bins**



# SECURITY OF INFORMATION ISSUES

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- **Do not discuss board deliberations with anyone other than board members, recorders, or assistant recorders, who are listed on the convening order** (e.g., eligible officer, reporting senior, command or detailee)
- **Limit conversations about the board to the tank or boardroom**
- **The recorder or an assistant recorder must be present during all board deliberations**
- **Additional information requests**
  - See technical advisor/sponsor - **SECNAV approval**



# PRECEPT & CONVENING ORDER

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- **The written order to convene the board**
- **Combination of law and policy**
  - Officially promulgated to the President of the Board by SECNAV
  - Names membership
  - Gives maximum percentages or maximum numbers to promote
  - SECNAV guidance
- **Boards shall consider:**
  - Only those official records provided by CNP
  - Written communication from eligible officers
- **Officers recommended for promotion:**
  - Shall be those officers whom a majority of the members consider **“Fully Qualified”** and **“Best Qualified”** to meet the needs of the Navy.
  - This standard shall be uniformly applied to all eligible officers.



# PRECEPT SYNOPSIS

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- **Boards are prohibited from considering:**
  - Eligible officer's marital status
  - Race, religion, color, sex (including gender identity), sexual orientation, national origin, employment, education, or volunteer service of an eligible officer's spouse
- **Multiple or consecutive tours in a particular geographic region:**
  - Should not be viewed negatively, provided the officer progresses in billet complexity, professional development, and leadership responsibility



# PRECEPT SYNOPSIS

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- **Only SECNAV approved material**
- **No third-party correspondence**
- **Personal knowledge of eligible officer:**
  - May NOT be discussed if it may be considered adverse AND not in official record
  - May be discussed if positive OR in the official record



# IA/GSA/OCO/APH



## **ASSIGNMENT – Flag Boards**

- Favorable consideration should be given to officers who have displayed superior performance in Individual Augmentee (IA), Global War On Terrorism Support Assignment (GSA), Overseas Contingency Operations (OCO), Irregular Warfare and Afghanistan Pakistan Hands (APH) assignments.
- Additional Qualification Designator (AQD) is awarded when IA/GSA/OC/APH orders are issued, but does not indicate that the officer actually completed the assignment.
- Members briefing an IA/GSA/APH assignment should be prepared to comment on the officer's performance in the assignment.



# **IA/GSA/OCO/APH ASSIGNMENT**

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- **Favorable consideration may be given to officers who have displayed superior performance in Individual Augmentee (IA), Global War On Terrorism Support Assignment (GSA), Overseas Contingency Operations (OCO), Irregular Warfare and Afghanistan Pakistan Hands (APH) assignments.**
- **Additional Qualification Designator (AQD) is awarded when IA/GSA/OC/APH orders are issued, but does not indicate that the officer actually completed the assignment.**
- **Members briefing an IA/GSA/APH assignment should be prepared to comment on the officer's performance in the assignment.**



# **PRESIDENTIAL LETTER**

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- **Presidential Recommendation**
  - Current President of the United States
  - Letter shall be read by all members of the respective competitive category panel





# **ACQUISITION CORPS PROMOTION OBJECTIVE**

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- **Per Title 10, U.S. Code and SECNAV's Convening Order, Navy Acquisition Corps officers are expected, as a group, to be promoted at a rate not less than the rate for all source community officers, both in and below the zone, in the same grade.**

**ACQ Select Rate (IZ/BZ)  $\geq$  Overall Select Rate (IZ/BZ)**



# **JOINT QUALIFICATION PROMOTION OBJECTIVES**

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## **• Selection Rates (Title 10, U.S. Code):**

- Officers who are serving on, or have served on, the Joint Staff (JS) are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for officers in the same grade and competitive category who are serving, or have served, at Navy Headquarters; and,

### **JS Rate $\geq$ HQ Rate of Selection**

- Officers in the grades of lieutenant commander and above who have been designated as a joint qualified officer (JQO) are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for all officers in the same grade and competitive category.

### **JQO Rate $\geq$ Overall Selection Rate for Category**



# **DON'T PICK ME LETTER**

- **If an eligible officer submits a “Don’t Pick Me” letter to the selection board:**
  - A “Letter to the Board” stamp is applied;
  - The briefing member shall brief the letter; and
  - Signature pages acknowledge board considered said letter.



# SHOW CAUSE

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- **Show cause for retention required:**
  - Substandard performance
  - Misconduct
  - Moral or professional dereliction
  - Not clearly consistent with interests of National Security
- **If you find an officer that should show cause:**
  - Provide name to head recorder
- **Records will be voted at board conclusion:**
  - A majority “yes” vote is a recommendation to initiate show cause proceedings



# CWO PERFORMANCE REVIEW

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- **Factors to consider in retention review:**
  - Unsatisfactory performance
  - Unfitness
- **If you find an officer that should be reviewed for unsatisfactory performance:**
  - Provide name to head recorder
- **Records will be voted at board conclusion:**
  - A majority “yes” vote is a recommendation to SECNAV that the officer not be retained



# **REQUIRED READING**

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**A.** Each of you (president, members, recorders and administrative support personnel) is responsible for maintaining the integrity and independence of this promotion selection board and for fostering the careful consideration, without prejudice or partiality, of all eligible officers. DoD Instruction 1320.14 provides specific rules governing the conduct of officer promotion selection boards and the actions of promotion selection board personnel.



# **REQUIRED READING**

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**B.** You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be provided to you and the procedures you should follow if you believe that the integrity of this promotion selection board has been improperly affected.



# **REQUIRED READING**

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**C.** You may not receive, initiate, or participate in communications or discussions involving information that DoD Instruction 1320.14 precludes from consideration by a promotion selection board. You are to base your recommendations on the material in each officer's military record, any information I have provided to the board in accordance with DoD Instruction 1320.14 and any information about his or her own record communicated to you by individual eligible officers in accordance with regulations I have issued.





# **REQUIRED READING**

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**C. cont...** In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded by law, DoD Instruction 1320.14, or Service regulations from consideration by a promotion selection board or inclusion in an officer's military personnel record. You may not discuss or disclose the opinion of any person not a member of the board concerning an officer being considered unless that opinion is contained in material provided to the board in accordance with DoD Instruction 1320.14.



# **REQUIRED READING**

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**D.** I am the only person who may appear in person to address you on other than administrative matters. All communications with this board, other than those that are clearly administrative, must be in writing, given to each of you and made part of the board's record. I have designated in writing those persons authorized to provide routine administrative information to you.



# **REQUIRED READING**

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**E.** Before the report of the promotion selection board is signed, the recommendations and proceedings may be disclosed only to members of the board, recorders and those administrative support personnel I have designated in writing. After you sign the board report and the public release has been made, only the recommendations of the board may be disclosed.



# **REQUIRED READING**

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**E. cont...** Procedures and processes of the board may be discussed only in general terms. The disclosure of recommendations and proceedings of the board are governed by SECNAVINST 1420.1 (series); DoD Instruction 1320.14; and sections 613a, 616(e), 618, 14104, 14108, 14110 and 14112 of Title 10, United States Code. The proceedings of the board may not be disclosed to any person not a board member or board recorder, except to request relief from board duties in accordance with the law and DoD Instruction 1320.14.



# **REQUIRED READING**

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**F.** If at any time you believe that you cannot in good conscience perform your duties as a member of the board without prejudice or partiality, you have a duty to request relief by me from this duty. I will honor any such request. If you believe that the integrity of the board's proceedings has been affected by improper influence of military or civilian authority, misconduct by the board president or a member, or any other reason, you have a duty to request from me or the Under Secretary of Defense for Personnel and Readiness relief from your obligation not to disclose board proceedings and, upon receiving it, to report the basis for your belief.



# **REQUIRED READING**

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**G.** Upon the completion of board deliberations, you will, at a minimum, certify in your report to me that:

**(1)** To the best of your knowledge, the board complied with DoD Instruction 1320.14.

**(2)** You were not subject to or aware of any censure, reprimand, or admonishment about the recommendations of the board or the exercise of any lawful function within the authorized discretion of the board.



# **REQUIRED READING**

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(3) You were not subject to or aware of any attempt to coerce or influence improperly any action in the formulation of the board's recommendations.

(4) You were not party to or aware of any attempt at unauthorized communications.

(5) To the best of your knowledge, the board carefully considered the records of each officer whose name was furnished to the board.



# **REQUIRED READING**

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(6) The officers recommended for promotion are, in the opinion of the majority of the members of the board, fully qualified and best qualified to meet the needs of the Navy among those officers whose names were provided to the board (in the case of boards selecting only to the “fully qualified” standard, the certification should reflect that standard instead of “best qualified”).





# **REQUIRED READING**

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(7) The officers recommended for promotion, including those who had adverse information provided to the board, are, in the opinion of the majority of the members of the board, fully qualified and among the best qualified to meet the needs of the Navy among those officers whose names were provided to the board, consistent with the exemplary conduct requirements of section 5947 of Title 10, United States Code.



# FULL RECORD REVIEW AND BRIEF (PC/IE)

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- **Contents:**
  - Performance Summary Record (PSR)
  - Officer Summary Record (OSR)
  - Digital Images
  - Letter to the board president or other correspondence from the eligible officer (if received)
- **Distribution:**
  - Records will be distributed randomly



# FULL RECORD REVIEW AND BRIEF (AZ/IZ)

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- **Contents:**

- Performance Summary Record (PSR)
- Officer Summary Record (OSR)
- Digital Images
- Letter to the board president or other correspondence from the eligible officer (if received)

- **Distribution:**

- Records will be distributed randomly



# RECORD REVIEW

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- **Review:**

- Reviewer annotates OSR/PSR
- If a record receives two reviews, one will be done by member with the same or similar designator
- Subsequent reviews directed by the President.

- **Procedures:**

- The recorder's / assistant recorders' annotations will be in **Gray**
- The first review is annotated in **Blue**
- The second review is in **Fuchsia** (if required)

- **USE EMPRS NOTES!!**



# OFFICER RECORD (OSR/PSR - Flag)

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- **Stamped to Identify:**
  - Acquisition Corps (ACQ)
  - Joint officers (DETERMINED BY THE JOINT STAFF)
  - SECNAV-approved retirements (voluntary only)
  - SECNAV-approved resignations
  - Field Code 17s (regardless of characterization)
  - Letter to the Board



# OFFICER RECORD (OSR/PSR – O6 and Below)



- **Stamped to Identify:**
  - Acquisition Corps (ACQ)
  - Joint officers (DETERMINED BY THE JOINT STAFF)
  - SECNAV-approved retirements (voluntary only)
  - SECNAV-approved resignations
  - Field Code 17s (regardless of characterization)
  - Letter to the Board

***You may not discuss any personal knowledge about submission of retirement requests that have not been approved and that are otherwise not included in the officer's record.***



# SECNAV RETIRE/RESIG STAMP

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- The officer has requested to retire/resign
- The Secretary of the Navy has approved the request
- Statutory retirement for age or years of service is not indicated by a stamp
- By law and SECNAV policy, officers with approved retirements/resignations are eligible for statutory Promotion Selection Boards

*You may not discuss personal knowledge about submission of retirement requests that have not been approved, or that are otherwise not included in the officer's record.*



# **BRIEFING AND VOTING**

- **Briefing Sequence –**
  - **Vote** before briefing
  - **Brief** the content of a Letter to the Board
  - **Brief** the content of a Field Code 17
  - **Brief** the record
- **Members –**
  - **Do not vote** until the content of a Letter to the Board or a Field Code 17 is briefed
  - **Vote** at any time during record brief





# **BRIEFING A RECORD**

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- **“Consider carefully, without prejudice or partiality, the record of every eligible officer”**
- **Default Briefer Perspective - Advocate**
- **Identify Strengths and Weaknesses**
- **Constrain comments to only the record on the screen**
- **Avoid “You’ll see better records later”**



# **SUSTAINED, SUPERIOR PERFORMANCE**

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- Performance in current pay grade is a key indicator of potential for future service and is most often the best starting point for record brief
- It is not a requirement that every FITREP in an officer's record be briefed in the tank
- Board preparation finds and corrects errors in EMPRS display for the most recent five years
- Each board must discuss and evaluate what amounts to sustained, superior performance



# **MEMBER COMMENTS**

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- **Comments from personal experience, when not in the eligible officer's OMPF, MUST BE POSITIVE and UNAMBIGUOUS**
- **Not allowable:**
  - “I know this officer and agree with the C grade.”
  - “I served with this officer.”
  - “This officer is ‘long in the tooth’.”
- **Allowable:**
  - “As shown in the record ...”
  - “I served with this officer and she should definitely be selected!”
  - “This officer now works for me and is top-notch!”



# **MEMBER COMMENTS**

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- **Using the disparaging term “homesteading”**
  - Not OK: “This officer has been assigned to the same geographic area for several tours.”
  - OK: “This officer has not demonstrated increasing responsibility, or complexity and scope, in assignments.”
- **Retirement or resignation:**
  - Not OK: “I was at this officer’s retirement ceremony.”
  - OK: “This officer’s record reflects a SECNAV RETIRE stamp.”



# GRADING/VOTING CRITERIA



**100** or **“A”** = Absolutely Select

**75** or **“B”** = Probably Select

**50** or **“C”** = Maybe

**25** or **“D”** = Probably Not

**0** or **“No”** = Do Not Select

**“CLR”** = Clears Vote



A “Yes/No” vote is voted using only “100” or “0”



# TANK VOTING PROCEDURES

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- Recorder announces and records vote
- Recorder requests next record



# SCATTERGRAM

0 Selects		0 Alternates		0 Fails		20 Non-Select		20 Total	
SelStat	Score	#	Eligibles	Total	#	Score	SelStat		
Non-Select	100		<b>3</b>	<b>3</b>		100	Non-Select		
Non-Select	95		<b>3</b>	<b>6</b>		95	Non-Select		
Non-Select	90		<b>1</b>	<b>7</b>		90	Non-Select		
Non-Select	85					85	Non-Select		
Non-Select	80		<b>1</b>	<b>8</b>		80	Non-Select		
Non-Select	75		<b>2</b>	<b>10</b>		75	Non-Select		
Non-Select	70		<b>2</b>	<b>12</b>		70	Non-Select		
Non-Select	65					65	Non-Select		
Non-Select	60		<b>1</b>	<b>13</b>		60	Non-Select		
Non-Select	55					55	Non-Select		
Non-Select	50					50	Non-Select		
Non-Select	45		<b>1</b>	<b>14</b>		45	Non-Select		
Non-Select	40		<b>1</b>	<b>15</b>		40	Non-Select		
Non-Select	35					35	Non-Select		
Non-Select	30		<b>1</b>	<b>16</b>		30	Non-Select		
Non-Select	25		<b>1</b>	<b>17</b>		25	Non-Select		
Non-Select	20					20	Non-Select		
Non-Select	15					15	Non-Select		
Non-Select	10		<b>1</b>	<b>18</b>		10	Non-Select		
Non-Select	5					5	Non-Select		
Non-Select	0		<b>2</b>	<b>20</b>		0	Non-Select		

To select 10



# **VOTING MOTIONS**

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## **Voting Motion:**

- **“I move that we tentatively select those eligibles with a confidence score of X or above”**
- **“I move that we drop from further consideration those eligibles with a confidence score of X or below”**





# SCATTERGRAM

Example of 20 eligibles to select 10

**Tentatively Select**  
90 and above (7)

7 Selects		0 Alternates		7 Fails		6 Non-Select		20 Total	
SelStat	Score	#	Eligibles	Total	#	Score	SelStat		
Select	100	3	3	100	Select				
Select	95	3	6	95	Select				
Select	90	1	7	90	Select				
Non-Select	85			85	Non-Select				
Non-Select	80	1	1	80	Non-Select				
Non-Select	75	2	3	75	Non-Select				
Non-Select	70	2	5	70	Non-Select				
Non-Select	65			65	Non-Select				
Non-Select	60	1	6	60	Non-Select				
Non-Select	55			55	Non-Select				
Non-Select	50			50	Non-Select				
Fail	45	1	1	45	Fail				
Fail	40	1	2	40	Fail				
Fail	35			35	Fail				
Fail	30	1	3	30	Fail				
Fail	25	1	4	25	Fail				
Fail	20			20	Fail				
Fail	15			15	Fail				
Fail	10	1	5	10	Fail				
Fail	5			5	Fail				
Fail	0	2	7	0	Fail				

**Drop From Further  
Consideration**  
45 and below (7)

**Crunch**  
(6 to select 3)



# **BELOW ZONE VOTE TO BRIEF**

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- **Records displayed without a review**
- **Vote either “100” (Yes) or “0” (No)**
- **Scattergram: after all BZ records have been voted, “Drop from Further Consideration” as applicable**
- **Records will be added to “crunch” after a review by a recorder and member**
- **Limited to 10% of total authorized selects—not additional selects**



# **ADVERSE INFORMATION**

- **For officers recommended for promotion who have:**
  - Privileged information in Field Code 17 containing adverse matters relating to conduct
- OR**
- Privileged information in Field Code 17 containing adverse matters relating to performance of duty

***“Every board member shall personally review a select’s FC-17 information in its entirety prior to the final board decision.”***



# **PROMOTION SELECTION BOARD CONCLUSION**

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- **Verification of Promotion Selection Board list of tentative selects**
- **FC-17s confirmed to remain on list**
  - **If not confirmed, revote last scattergram**
- **Majority “Vote to Confirm” is conducted**
- **Reserve Board President(s) will sign signature pages, re-administer the oath and make closing remarks**



# CONTINUATION SELECTION BOARD

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**“Ensure reports from continuation boards that consider officers on the [active-duty list] identify commissioned officers in the grade of O-4 not selected for continuation who are within 4 years of qualifying for retirement on the date they are required to be discharged. Certify that not continuing such officers is in the best interest of the Military Service.”**

**DoD Instruction 1320.08**



# **CONTINUATION SELECTION BOARD**

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**Eligibility: Two or more FoS, less than 18 years of service, but capable of performing duties of present grade, not under prior continuation**

- **Continuation increment based on Years of Active Service (YOAS)**
- **Continuation criteria in convening order**
- **Non-selection for continuation may be based on:**
  - **Substandard performance of duty**
  - **Moral or professional dereliction**
  - **Misconduct, or**
  - **Retention is not clearly consistent with national security**



# **CHIEF WARRANT OFFICER CONTINUATION**

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- **CWOs are normally retired 60 days after completing 30 years of service**
- **Case for Continuation:**
  - **For CWOs selected for promotion, continuation allows the officer to exceed 30 years of service and remain on active duty beyond the date of promotion in order to complete the minimum time-in-grade to retire in the higher rank**
  - **CWOs selected for continuation, but who are not selected for promotion, will be continued on active-duty until the end of the fiscal year**
- **Continuation, which must be approved by SECNAV, may not extend beyond 60 days after the officer becomes 62 years of age**



# **LDO CONTINUATION**

**Eligible for consideration and normally will be recommended, if:**

- Permanent LDO, selected for promotion and subject to statutory retirement for YOAS prior to their promotion date and/or reaching time-in-grade necessary to retire in the next higher grade after promotion**
- Permanent LDO, in zone and subject to statutory retirement prior to the end of the fiscal year**
- Permanent LDO LCDRs, with < 18 YOAS, who twice FOS for promotion**

**Permanent LDO with > 18 YOAS will be retained on active-duty, by operation law, until 20 YOAS is reached**





# **SUMMARY (LINE BOARDS)**



- **CNP Video**
- **President's Opening Remarks**
- **Return to Board Room**
- **EMPRS Training**
- **Review Precept**



# **SUMMARY (STAFF BOARDS)**

- **CNP Video**
- **Return to Board Room**
- **President's Meeting**
- **Convene Board (hold comments)**
- **EMPRS Training**
- **Community Brief**
- **President's Opening Remarks**
- **Record Review**
- **Tank as Scheduled**



# **MERIT REORDER MEMBER BRIEF**

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- **Administrative Remarks**
- **SECNAV guidance for Merit Reorder**
- **EMPRS / Record Review & Merit Reorder Voting**
- **Merit Reorder Scattergram**



# MERIT REORDER PROCESS

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- **New authority to Service Secretary in section 616 of title 10, U.S. Code**
- **SECNAV-approved competitive category specific considerations are provided to board members and maximum percentage to select provided in the convening order**



# **CONVENING ORDER MERIT REORDER GUIDANCE**

**Secretary of the Navy**



# MERIT REORDER PROCESS

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- **SECNAV approved competitive category specific considerations for merit reorder will be briefed in the tank or board rooms**
- **Records will be reassigned to at least one of the same board members that evaluated and briefed the record during the Promotion Selection Board**
- **Records will receive an initial full confidence vote**



# MERIT REORDER PROCESS

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- **This will result in a scattergram to**
  - tentatively select eligibles for merit reorder or
  - tentatively drop from further merit reorder consideration
- **Records will continue to be briefed until Merit Reorder list is at or below the maximum percentage specified in the Convening Order**
- **Verification of merit reorder list of tentative selects**



# **MERIT REORDER PROCESS**

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- **A seniority ordered list will be provided to the board**
- **Majority “Vote to Confirm” is conducted**
- **If vote to confirm less than a majority, then the board will determine the order**
- **Final majority “Vote to Confirm”**
- **Certification via Signature Pages**
- **Active Board President(s) will re-administer the oath and make closing remarks**